

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 05-032

TO: Bonita Elementary District, Florence Unified District, Fort Thomas Unified District, Safford Unified District, Solomon Elementary District, Willcox Unified District, Graham County Superintendent, Pinal County Superintendent, and Cochise County Superintendent

FROM: Philip Williams, Deputy Associate Superintendent of School Finance

DATE: **March 15, 2005**

SUBJECT: Assistance to Schools (A.R.S. 51-976)

All Assistance to Schools worksheets that are required to claim funding for students whose parents or legal guardians are employed by state institutions or stations as specified in A.R.S. 15-976 are available on the ADE website in Excel format at <http://www.ade.az.gov/schoolfinance/Forms/CEC/Default.asp>.

When preparing these worksheets, consider that:

- All worksheets are to be completed by the District of Attendance.
- All students should be reported on the worksheet entitled *Assistance to Schools Funding Formula Worksheets* using the appropriate type 76 coding.
- All students reported on these worksheets must be reflected on the ADMS 45-1 & 40-1 reports; or if applicable, on the SPED 16, CEC-A SPED 04 or CEC-B SPED 04 reports. All of these reports are accessible from your district's home page on the ADE web site at <http://www.ade.az.gov/districts/>.

For Special Education students, the district can choose to claim the Excess Cost by:

- Including these students on the *Assistance to Schools Funding Formula Worksheets*; or
 - If the costs are higher than the calculated Excess Cost, the district may choose to submit the required documentation for the Actual Cost by completing the *Assistance to Schools Actual Cost Funding Formula for Special Education Students* worksheet.
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All required student detail data successfully submitted by April 15, 2005 will be eligible for funding during fiscal year 2004-2005. Data received after April 15, 2005 will NOT be processed.

If you need assistance with the file submission process, please contact your local Regional Training Center <http://www.ade.az.gov/rtc/> or the ADE Support Center at (602) 542-7378 or toll free at (866) 577-9636.

If you have questions or need assistance completing these forms, please contact Lori Damanti at (602) 542-3303 or send an email to ldamant@ade.az.gov.